



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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April 2, 2014

In Reply Refer To:
1112 (CA-940) P

EMS TRANSMISSION: 4/2/14
Instruction Memorandum No. **CA-2014-013**
Expires: 9/30/15

To: All California Managers and Supervisors

From: State Director

Subject: CY 2014 Policy on Safety and Occupational Health for Bureau of Land Management, and California State Safety and Occupational Health Action Plan

Program Area: Safety and Occupational Health

Purpose: This Instruction Memorandum transmits the California CY 2014 Safety and Occupational Health Action Plan which was developed to strengthen and improve our overall State Safety and Occupational Health Program.

Policy: This Instruction Memorandum updates and reissues the policy on Safety and Occupational Health for the Bureau of Land Management, California (BLM CA) and transmits the attached California State Safety and Occupational Health Action Plan, Best Management Practices and Safety Training Matrix.

BLM CA's policy is to provide safe and healthy working conditions, prevent employee injuries, work-related illnesses, prevent visitor injuries and protect Bureau owned or leased property from damage.

All managers and supervisors are responsible and accountable for implementing and managing a vigorous safety and health program and incorporating safety conscious work practices for all programs under their jurisdiction. Management will maintain a safe and healthful environment and promptly evaluate and take actions to correct hazards reported by employees or identified through an inspection or accident investigation. In addition, the California Strategic Framework includes an emphasis on specific aspects of our Safety Program.

Supervisors at all levels are responsible for providing a safe work environment and employee training in order to minimize accidents in the workplace. They are responsible for ensuring that employees under their supervision observe appropriate safety and occupational health rules and regulations.

All employees, volunteers, and contractors will comply with established standards and promptly report all hazards to their Supervisor, District Safety Officer, Fire Safety Officer, Collateral Duty Safety Officer, or a Field Office safety committee member for correction.

I expect each of you and your staffs to incorporate safety into your workforce and budget planning processes to ensure that appropriate funding, personnel and other means are allocated to effectively administer the Safety and Occupational Health Program. We all have a responsibility to prevent accidents, to identify and correct hazards, to provide a healthy work environment and to provide and use appropriate safety engineering practices, administrative controls and/or Personal Protective Equipment/Clothing. In addition, I expect each of you to establish an environment which values safety as a priority in the decision making process.

The development and maintenance of a shared sense of safety awareness is a responsibility across all levels and activities of BLM CA. Being aware of and not addressing unsafe conditions or practices gives the impression that we condone those situations, and contributes to the overall weakening of our organization. A threat to the safety and well-being of any employee, volunteer, contractor, or visitor is cause for concern throughout BLM CA and an opportunity for us all to practice mutual accountability.

The Bureau of Land Management, California Safety Officers who can assist you in implementing a strong program are:

| <u>Contact</u> | <u>Location</u> | <u>Phone Number</u> |
|-----------------------|------------------------|----------------------------|
| Daryl Avery | CASO - Sacramento | 916-978-4521 |

Northern California District

| <u>Contact</u> | <u>Location</u> | <u>Phone Number</u> |
|-----------------------|------------------------|----------------------------|
| Dave McKirahan | Alturas F.O. | 530-233-7916 |
| Casey Hague | Arcata F.O. | 707-825-2339 |
| Josh Huffman | Eagle Lake F.O. | 530-252-5318 |
| Tim Bradley | Redding F.O. | 530-224-2124 |
| Shawn Thornton | Surprise F.O. | 530-279-2702 |

Central California District

| <u>Contact</u> | <u>Location</u> | <u>Phone Number</u> |
|-----------------------|------------------------|----------------------------|
| Ruben Leal | CenCal | 916-978-4305 |
| Steve Watkins | Bakersfield F.O. | 661-391-6074 |
| Nick Bianchini | Bishop F.O. | 760 647-6005 |
| Dave Slibsager | Hollister F.O. | 831-630-5040 |
| John Rapphahn | Mother Lode F.O. | 916-941-3129 |
| Erin Simmons | Ukiah F.O. | 707-468-4021 |

California Desert District

| <u>Contact</u> | <u>Location</u> | <u>Phone Number</u> |
|-----------------------|------------------------|----------------------------|
| Robert Haggerty | CDD | 951-697-5210 |
| William Quillman | Barstow F.O. | 760-252-6020 |
| Gil Fritzsche | El Centro F.O. | 760-337-4433 |
| Mike Trost | Needles F.O. | 760-326-7099 |
| Kevin Doran | Palm Springs | 760-833-7137 |
| Randy Masner | Ridgecrest | 760-384-5445 |

Policy/Action: Each District/Field Office should develop its own Safety Action Plan listing specific items that will make their District/Field Office Safety Program more successful. District/field offices are to incorporate into their plans the applicable action items listed in the State Safety and Health Action Plan (Attachment 1). A copy of the District/Field Office Safety and Health Action Plan should be sent to CA940 by April 11, 2014.

Timeframe: This IM is effective immediately. Action items identified on the plan should be completed by the end of the calendar year.

Budget Impact: This policy is not expected to result in additional costs not normally associated with managing safety in all program areas.

Background: Bureau Manual 1112 – Safety, requires an annual Safety and Health Action Plan and interim and annual progress reports on the BLM’s implementation of this Plan to be submitted to the Department of the Interior.

The Bureau of Land Management, California Safety and Health Action Plan addresses the six critical elements of a successful Safety Program with the overall goal of preventing accidents and supporting the President’s Protecting Our Workers and Ensuring Reemployment (POWER) Initiative.

Manual/Handbook Sections Affected: None

Coordination: District Safety Officer, Field Office Collateral Duty Safety Officers and State Advisory Safety and Health Committee

For additional information and guidance on the Safety and Occupational Health Program, please review BLM Handbook 1112-1, Safety and Health Management and BLM Handbook 1112-2 Safety and Health for Field Operations. Questions regarding this Instruction Memorandum can be directed to the State Safety Manager, Daryl Avery at (916) 978-4521.

Signed by:
Angie Lara
Associate State Director

Authenticated by:
Richard A. Erickson
Records Management

Attachments – 2

- 1- CY 2014 California State Safety and Health Action Plan (9 pp)
- 2- FY 2013 Safety Accomplishments (2 pp)